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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: AUG 13 1953

FROM : Acting Chief, Administrative Staff, Logistics Office

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

25X1A

Proposed Notice No. [REDACTED] was submitted 10 August to the DD/A for approval and authentication. The purpose of this notice is to inform Agency components that the responsibility for supply and distribution of hardware and hand tools has been assumed by the Chief of Logistics, and that requisitioning procedures requiring approval of the Office of Communications are rescinded.

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Proposed Notice No. [REDACTED] was submitted 10 August to the DD/A for authentication. This notice provides information regarding the Supply Economy and Equipment Utilization Program.

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Proposed Notice No. [REDACTED] CIA CAREER SERVICE PROGRAM - CHANGES IN CAREER DESIGNATIONS, has been concurred in by this Office, and is being forwarded to the DD/A today.

b. Budget - Fiscal Year 1955 (continued item)

No change.

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

No change.

b. Human Resources Training Program (continued item)

No change.

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3. OTHER ITEMS OF INTEREST

a. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

OFFICE OF THE CHIEF:	IN PROCESS	VACANCIES
GS-7 and above	3	1
GS-6 and below	<u>6</u>	<u>0</u>
Total	9	1
COORDINATION & REQUIREMENTS STAFF:		
GS-7 and above	6	4
GS-6 and below	<u>5</u>	<u>2</u>
Total	11	6
PROCUREMENT DIVISION:		
GS-7 and above	4	5
GS-6 and below	<u>3</u>	<u>2</u>
Total	7	7
SUPPLY DIVISION:		
GS-7 and above	10	10
GS-6 and below	28	5
Wage Board	<u>37</u>	<u>12</u>
Total	75	27
TRANSPORTATION DIVISION:		
GS-7 and above	7	1
GS-6 and below	6	3
Wage Board	<u>3</u>	<u>4</u>
Total	16	8
REAL ESTATE & CONSTRUCTION DIV:		
GS-7 and above	4	1
GS-6 and below	<u>3</u>	<u>0</u>
Total	7	1

b. Basic Intelligence Course (SUP) (continued item)

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██████████ is scheduled to make the Logistics presentation at the Administrative Support Course during the week of August 24.

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b. Basic Intelligence Course (SUP) (cont'd)

An additional Administrative Support Course has been scheduled by the OTR for the period 8 September - 25 September to accommodate more of the large number of Logistics Office personnel who have requested this training.

c. Mail Distribution (continued item)

No change.

d. Eleventh Agency Orientation Course (completed item)

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

No change.

b. Logistics Office Training Program (continued item)

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[REDACTED] Chief, Administration and Logistics, [REDACTED] received a one-day individual indoctrination regarding the organization, functions, and mission of the Logistics Office on Tuesday, August 11.

c. Identification of Logistics Positions (continued item)

No change.

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LO/AS/JDD:mel

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